



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD
1250 H Street, NW Washington, DC 20005

VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE: Human Resources Specialist
GS-201-13

LOCATION: Federal Retirement Thrift Investment Board
Office of Administration
Washington, D.C.

VACANCY ANNOUNCEMENT NUMBER: TIB-03-10

SALARY: \$69,054 - \$89,774

PROMOTION POTENTIAL: None

OPENING DATE: June 4, 2003

CLOSING DATE: July 2, 2003

AREA OF CONSIDERATION: Government-wide (Qualified candidates with Career or Career-Conditional status, or reinstatement eligibility).

The Federal Retirement Thrift Investment Board (Board) is an independent Government agency that manages the Thrift Savings Plan (TSP), a retirement savings plan similar to private-sector plans under section 401(k) of the Internal Revenue Code. The Office of Administration is responsible for all administrative matters of the Board, including human resources (HR), payroll, procurement and contracting, space and property management, travel, mail, printing, records and directives management, liaison with the human resources and payroll offices of the General Services Administration, and all other support services for offices of the Board.

MAJOR DUTIES AND RESPONSIBILITIES:

As a senior level human resources specialist, the incumbent provides expert HR technical advice and support to the manage-

ment and staff of the Board in all phases of recruitment and staffing, classification, performance management, employee development, pay and leave, employee relations/benefits, and policy development. The incumbent assists the HR director in coordinating the operations of the office to ensure comprehensive, technical advice or assistance to management officials or staff of the Board. Assists in the coordination of the Delegated Examining Authority program to advise managers on recruitment strategies, initiate personnel actions, develop and prepare position descriptions, vacancy announcements, rate and rank candidates, and prepare reports and records. Conducts position classification audits and prepares comprehensive evaluation reports. Conducts studies and research projects to clarify, describe or determine the effect of HR statutes or regulations on Board HR policies, and develops new or revised programs or directives in compliance with applicable statutory and regulatory guidelines.

QUALIFICATIONS AND EVALUATION CRITERIA

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet minimum qualification requirements as defined in the Office of Personnel Management, Qualification Standards Handbook for General Schedule Positions, under the Group Coverage Qualification Standard for Administrative and Management Positions, under the GS-201, Human Resources Management Series. Qualification for the GS-13 requires one full year of specialized experience equivalent at the GS-12 level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. IN ADDITION TO THE BASIC REQUIREMENTS STATED ABOVE, TO BE CONSIDERED ELIGIBLE, ALL APPLICANTS MUST HAVE THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH HAVE BEEN IDENTIFIED AS ESSENTIAL FOR SUCCESSFUL PERFORMANCE IN THIS POSITION. NOTE: TO ENSURE FULL JOB CONSIDERATION, APPLICANTS MUST DESCRIBE EXPERIENCE IN EACH KSA SEPARATELY.

EVALUATION FACTORS (KSAs)

1. Comprehensive knowledge of Federal human resources laws, regulations, policies, and standards in order to research, assemble, evaluate, analyze and interpret material and prepare programs, policies, directives, or provide solutions/recommendations to problems.

2. Demonstrated knowledge and skill in all areas of Federal human resources, especially recruitment/staffing, position classification, and policy development.
3. Demonstrated skill in oral and written communications to effectively and diplomatically present Board HR policies and views, and interact with executives, managers, employees of the Board and other agencies.
4. Demonstrated knowledge and skill in the use of a personal computer and word processing and spreadsheet software, such as Microsoft Word and Excel.

BASIS OF RATING

Eligible candidates meeting the minimum qualification requirements will be rated on the basis of the quality and extent that their background and experience meet the KSAs. These items are assigned value and defined by a crediting plan. This rating process will determine who will be referred as best qualified to the selecting official.

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you MUST submit a copy of the appropriate documentation such as a Reduction In Force (RIF) separation notice, or a Standard Form 50, Notification of Personnel Action, stating you were separated by RIF, or a letter from OPM or your agency documenting your priority consideration status with your application package. You must be applying for a position at or below the grade level of the position from which you have been separated, and the position must not have greater promotion potential than your previous position. You must be applying for a position in the same commuting area from which you were separated. You must provide all required information specified in the vacancy announcement, e.g., narrative statements, appraisals, etc. Failure to comply with ALL instructions in the vacancy announcement will mean that you will not be considered for the position. Additionally, you must be determined to be "Well-Qualified" for

the position, which means an eligible applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position.

HOW TO APPLY

You must submit a signed and dated SF-171, resumé, or Optional Application for Federal Employment (OF-612) containing narrative information clearly addressing all experience (including dates and number of hours spent per week), relevant to the KSAs. FAILURE TO INCLUDE THIS INFORMATION WILL RESULT IN YOUR NOT BEING CONSIDERED FOR THE POSITION.

All applicants must include:

- A copy of their most recent performance appraisal, and;
- A copy of their most recent SF-50, Notification of Personnel Action.

YOUR RESUMÉ OR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:

JOB AND PERSONAL INFORMATION

- Vacancy announcement number, title and grade-level of the position for which you are applying.
- Full name, mailing address, Zip Code, and day and evening telephone numbers.
- Social Security Number (SSN): We request your social security number under the authority of Executive Order 9397 in order to keep your records accurate, since other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans. If you do not give us your SSN or any other information requested, we cannot process your application.
- Country of citizenship.

- Veterans' Preference, if applicable. To claim 5 point veterans' preference, attach a copy of your DD Form 214 or other proof. To claim 10 point veterans' preference, attach form SF-15 (Application for 10 point Veterans' Preference) plus the proof required. This information will also be used to calculate total service for the purpose of determining a service computation date for annual leave accrual.
- Reinstatement eligibility, if applicable. Attach SF-50 proof of your career or career-conditional status.
- Highest Federal civilian grade held, if applicable (include job series and dates employed).

EDUCATION

- High school (name, city, state, Zip Code, and date of diploma or GED).
- Colleges or Universities attended including name, city, state, Zip Code, majors, and type and year of any degrees received. If no degrees, show total credits earned and indicate whether semester or quarter hours.

WORK EXPERIENCE

- Paid and unpaid work experience related to this position to be filled, including job title, series, and grade or level (if Federal job); duties and accomplishments; employer's name and address; supervisor's name and telephone number; month and year of starting and ending dates; hours worked per week; and salary. Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer hardware/software).
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in

professional honor societies, leadership activities, public speaking, and performance awards.)

- Provide dates but do not send documents.

Relocation expenses will not be paid.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply.

The Board provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.

All applications must be postmarked or received in the Board Personnel office no later than the closing date of this announcement at the following address:

Federal Retirement Thrift Investment Board
ATTENTION: Personnel Office
1250 H Street, N.W.
Washington, D.C. 20005

For other information, please call (202) 942-1680.

THE FEDERAL RETIREMENT THRIFT INVESTMENT BOARD IS AN
EQUAL OPPORTUNITY EMPLOYER